

# PARKING AUTHORITY OF BALTIMORE CITY

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## JOB ANNOUNCEMENT

**Announcement #:** ADMIN107102010  
**Job Title:** Executive Assistant to Executive Director  
**Department:** Executive/Administration  
**Pay Grade:** A05  
**Salary Range:** \$17.68 to \$27.51 Non-Exempt  
**Reports To:** Executive Director  
**Closing Date:** Wednesday, November 3, 2010 by Close of Business



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## GENERAL DESCRIPTION

The Parking Authority of Baltimore City has an opening for an Executive Assistant to the Executive Director. The successful candidate will plan and coordinate the administrative functions for the Office of the Executive Director. This includes interacting with government officials, facilities management personnel, vendors and the general public; and assisting with general office management. The incumbent reports directly to the Executive Director.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**This list is not inclusive and this position may require related duties not listed, if necessary, to accomplish the work of this organization:**

a) Provides administrative support for the Executive Director

- Screens and responds, independently when possible, to communications (telephone and email) from vendors, government officials, facility management, and the general public.
- Directs preparation of correspondence, proofreads records and/or forms, locates and compiles information and formats reports, graphs, tables, records, documents and other information.
- Manages supervisor's calendar and independently schedules appointments. Schedules appointments for meeting space and assists with preparation and organization of meeting materials.
- Arranges programs, events, or conferences by arranging facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Directs preparation and filing of documents with government agencies to conform to statutes.
- Takes dictation and composes and prepares confidential correspondence, reports and other complex documents.
- Creates and maintains database and spreadsheet files.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings and accompanies supervisor when requested.
- Examines, develops, and implements approved office policies, procedures, and forms as directed by the Executive Director.
- Performs a variety of office support tasks including the processing of forms, maintaining senior management level files, completing a variety of standard forms, composing documents independently, proof-reading and editing documents and coordinating the development of presentations
- Sorts and files correspondence and documents alphabetically, numerically, or by other established classifications, removes and returns material from files, prepares file folders.
- Assembles and categorizes facts and figures for written computation and calculations
- Drafts and prepares correspondence, proofreads records and/or forms, locates and compiles information and formats reports, graphs, tables, records and other sources of information.

## **PARKING AUTHORITY OF BALTIMORE CITY**

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### **b) Coordinates Office Management:**

- Coordinates office supply distribution and orders supplies. Assists with general office management, such as office phone system and security system..
- Maintains sorts and files correspondence by established classifications; removes and returns materials from files.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge:**

- Knowledge of the principles and practices of administrative support.
- Knowledge of office practices and procedures, including office protocol and various filing procedures.
- Knowledge of standard business formats for correspondence, narrative reports and related materials.
- Knowledge of Basic English grammar, spelling, and punctuation.

#### **Abilities:**

- Ability to effectively communicate and train other office support personnel in new or revised procedures.
- Ability to read and interpret documents and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to shift priorities and re-distribute workload to meet changing deadlines
- Ability to exercise sound judgment on a variety of matters guided by company policy and procedures
- Ability to locate and retrieve information from a variety of sources and to compile it following general directions
- Ability to establish and maintain effective working relationships with coworkers and representatives of City agencies, community and business organizations and the general public

**Skills:** To perform this job successfully, an individual must have basic typing skills, and be proficient in Microsoft Office; Word and Excel. Applicant should have knowledge of Microsoft Outlook, PowerPoint, and Internet software.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education and/or Experience:** Bachelor's Degree from four-year College or University; three years related experience in executive level support and/or training; or equivalent combination of education, training, and experience.

Final candidates will be required to take a computer skills test.

Final candidates will be required to complete a PABC job application and submit proof of education and training qualifications.

## PARKING AUTHORITY OF BALTIMORE CITY

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**Submit Resume and Cover Letter by Closing Date to PABC c/o Employment Opportunities, 200  
W. Lombard Street, Suite B, Baltimore, MD 21202 or via email to  
[EmploymentOpportunities@bcparking.com](mailto:EmploymentOpportunities@bcparking.com)**

Created October 19, 2010

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, sexual orientation or veteran status.

The Parking Authority is a smoke-free and drug-free workplace.

We encourage a diversity work environment